

**DOCUMENT NAME: Purchase Order/
Delivery Order**
DOCUMENT TYPE: 23

1. **Description:** Purchase Orders for commercial procurements of materials or services including Fixed Price Service Agreements, Cable TV, and Delivery Orders placed with OGA/GSA. Only individuals with contracting officers warrants have the authority to sign OF-347's or CG-5398's.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** DOT F-4200.1, Procurement Request
SF-30, Amendment Of Solicitation/Modification Of Contract
SF-1094, Tax Exemption Certificate
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 2304904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
23	04	90	4	F	AB	001	

Note: The procurement site will always be that of the contracting officer signing the Purchase Order.

Note: Any new purchase orders issued for cable TV must cite a nonstandard document number in block 4, comprised of document type, FY funded and the last nine digits of the account number used by the vendor on their invoice. The standard DTCG/HSCG number with P in the ninth position will be cited in block 3 of cable TV purchase order.

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/AB/12345/2674

6. FINCEN Critical Processing Requirements:

- a. Ordering units must ensure the following information is included on every submitted OF-347 - Order for Supplies or Services.
 - (1) Matching DTCG/HSCG and standard document numbers - blocks 3 and 4.
 - (2) Complete unit name, address and phone number - blocks 5 and 6.
 - (3) Five digit OPFAC of Contracting Office - block 5.
 - (4) Complete vendor name and address - block 7.

6. a. (5) Shipping terms - block 12.

(6) Accounting data - block 9.

(7) Cost breakdown for multiple accounting lines - block 9.

(8) Item description - block 17.

Note: For Service Agreements, ensure that a proper unit of issue is used; MO=Monthly, BM=Bimonthly (every other month), QR=Quarterly, SN=Semiannually, and YR=Yearly. DO NOT use "one job" as a unit of issue for service agreements.

(9) Grand total - block 17i.

(10) Proper invoice MAIL To: instructions - Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115 - block 21.

(11) Contracting Authority name, title, and signature - blocks 22 and 23.

(12) Provide tax exempt information to vendor.

b. COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE.

c. Vendors should be instructed to forward original (or certified to be original) itemized invoices to Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115. Invoices must include both the DTG/HSCG and document numbers from blocks 3 and 4 of the purchase order.

d. Copies of all Non-FPD generated POs issued for memberships, hotels/lodging, and meals must be forwarded to Commercial Invoices, USCG Finance Center, P.O. Box 4115, Chesapeake, VA 23327-4115 with the applicable paperwork to justify/support the purchase attached. For FPD transmitted purchase orders, the additional justifications must be forwarded with a clearly legible purchase order number printed on each supporting document. Copy of approval documentation citing the document number must be sent to FINCEN (OPB). Memberships must be in the name of the Coast Guard. All memberships, including renewals are subject to review and approval via the service COCO, by MLC(f) for MLC units, Chief of Staffs for District units, Commanding Officer of Headquarters units, or Chiefs of Resource Staffs or equivalent at Headquarters (COMDTINST 4200.13E).

7. Other Information:

a. A SF-30 Amendment of Solicitation/Modification of Contract is used to modify or cancel a Purchase Order. Items to note concerning modifications to purchase orders:

(1) Administrative modifications result in no change on a PES report.

(2) A modification that results in a new accounting line will generate a new suffix.